Town of Stonington K-12 Building Committee **Special Meeting Minutes** Central Office, Old Mystic, CT June 3, 2014 7:00pm Page 1 of 2

Members present:

Rob Marseglia, Chairman, Julie Holland, and Bill Sternberg

Late arrival:

Kathy Sanford, 7:22pm

Members absent:

Deane Beverly, George Crouse, June Strunk

Recording Secretary: Sandy Tissiere

Guests and citizens: Tom Hennick, Public Education Officer, State of Connecticut FOI Commission, Bill King.

SPS Business Manager, Paul Sartor, Glee Ananly, Town of Stonington Board of

Selectmen, Stonington High School students

1. Call to Order

Rob Marseglia, Chairman, called the meeting to order at 7:08pm

2. Approval of Minutes from May 13th

It was noted the sentence: "To ensure the project can proceed, Rob Marseglia will inquire of Ed Habarek, First Selectman, to request the town-engineering staff to conduct this study." was not accurate. It was supposed to be Bill Sternberg who would speak to Ed Habarek. Also, Julie Holland's last name was spelled incorrectly in item 2 of the minutes. These items need amending.

The following motion was made by Bill Sternberg and seconded by Julie Holland:

Motion: To approve the minutes from May 13, 2014 as amended

All: Aye

3. Discussion of Freedom of Information

Tom Hennick, Public Education Officer, State of Connecticut, FOI Commission educated the committee on the State's FOI statutes for public committees. He then discussed executive sessions as described in The Connecticut Freedom of Information Act as Codified in Chapter 14 of Connecticut General Statutes (including 2012 Amendments)*, Sec. 1-200. (Formerly Sec. 1-8a), Definitions, Item 6, "Executive sessions". (attachment 1) There are five (A-E) reasons in this item that necessitate a committee to call an executive session. He further explained the procedures of holding an executive session. Mr. Hennick distributed two pieces of reference information to the committee: Notice of Meetings (attachment 2) and Highlights of the Connecticut Freedom of Information Act (attachment 3)

4. Discussion of K-12 Building Committee executive session policy

The committee discussed the importance of community input to the project of expanding/remodeling the elementary schools. They intend to be forthright with the community regarding process and procedure. However, there is a need for an informal policy concerning the need for executive session. It was decided an executive session would be necessary for the following purposes:

- Drafting the proposal and task document to ensure fairness of the process of hiring an architect.
- The process of reviewing architects' qualifications.
- The interviewing of architects.

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5. Draft RFP/RFQ Review and Comment (possible executive session)

Bill Sternberg drafted a legal proposal and task document for discussion. To ensure fairness and equity in the process for choosing an architect, the committee decided to enter into executive session at 8:06pm to discuss these documents.

The following motion was made by Bill Sternberg and seconded by Julie Holland: To move the meeting into executive session.

All: aye

The following amended motion was made by Bill Sternberg and seconded by Julie Holland:

To move the meeting into executive session and invite the following people into the executive session:

Bill King, SPS Business Manager, for his knowledge of the RFP/RFQ process and of State policies and procedures. Paul Sartor, for his knowledge and expertise of building committee projects.

Ali: aye

The executive session ended at 9:07pm. No action was taken after the meeting.

6. Adjourn

The following motion was made by Bill Sternberg and seconded by Julie Holland: Motion: To adjourn the meeting at 9:07pm All: Aye

Julie Holland, Secretary

THE CONNECTICUT FREEDOM OF INFORMATION ACT AS CODIFIED IN CHAPTER 14 OF CONNECTICUT GENERAL STATUTES (INCLUDING 2012 AMENDMENTS)* (Item 3, reference made in the minutes regarding "Executive sessions"

Attachment 1

- (3) "Caucus" means (A) a convening or assembly of the enrolled members of a single political party who are members of a public agency within the state or a political subdivision, or (B) the members of a multimember public agency, which members constitute a majority of the membership of the agency, or the other members of the agency who constitute a minority of the membership of the agency, who register their intention to be considered a majority caucus or minority caucus, as the case may be, for the purposes of the Freedom of Information Act, provided (i) the registration is made with the office of the Secretary of the State for any such public agency of the state, in the office of the clerk of a political subdivision of the state for any public agency of a political subdivision of the state, or in the office of the clerk of each municipal member of any multitown district or agency, (ii) no member is registered in more than one caucus at any one time, (iii) no such member's registration is rescinded during the member's remaining term of office, and (iv) a member may remain a registered member of the majority caucus or minority caucus regardless of whether the member changes his or her party affiliation under chapter 143.
- (4) "Person" means natural person, partnership, corporation, limited liability company, association or society.
- (5) "Public records or files" means any recorded data or information relating to the conduct of the public's business prepared, owned, used, received or retained by a public agency, or to which a public agency is entitled to receive a copy by law or contract under section 1-218, whether such data or information be handwritten, typed, tape-recorded, printed, photostated, photographed or recorded by any other method.
- (6) "Executive sessions" means a meeting of a public agency at which the public is excluded for one or more of the following purposes: (A) Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee, provided that such individual may require that discussion be held at an open meeting; (B) strategy and negotiations with respect to pending claims or pending litigation to which the public agency or a member thereof, because of the member's conduct as a member of such agency, is a party until such litigation or claim has been finally adjudicated or otherwise settled; (C) matters concerning security strategy or the deployment of security personnel, or devices affecting public security; (D) discussion of the selection of a site or the lease, sale or purchase of real estate by a political subdivision of the state when publicity regarding such site, lease, sale, purchase or construction would cause a likelihood of increased price until such time as all of the property has been acquired or all proceedings or transactions concerning same have been terminated or abandoned; and (E) discussion of any matter which would result in the disclosure of public records or the information contained therein described in subsection (b) of section 1-210.
- (7) "Personnel search committee" means a body appointed by a public agency, whose sole purpose is to recommend to the appointing agency a candidate or candidates for an executive-level employment position. Members of a "personnel search committee" shall not be considered in determining whether there is a quorum of the appointing or any other public agency.

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NOTICE OF MEETINGS

Type	Notice	Agenda/ Notice. Contents	Adding to Agenda/ Notice	Filing Record of Votes	Filing Minutes
Regular	File yearly schedule with Sec'y Of State (state) or Town Clerk (municipal) by Jan, 31st,**	Agenda available at least 24hrs. before meeting.**	Agenda items may be added by 2/3 vote of those members present and voting.	Within 48 hrs. after meeting (if minutes not available within 48 hours).	Within 7 calendar days after meeting.***
Special	At least 24 hrs. before meeting, file at Sec'y Of State (state) or Town Clerk (municipal).*	At least 24 hrs. before meeting. Time, place and business must be included in notice.*	Not permitted	Within 48 hrs. after meeting (if minutes not available within 48 hours).	Within 7 business days after meeting.***
Emergency	None required if emergency is justified.	None required if emergency is justified.	Only emergency matters may be considered.	Within 48 hrs. after meeting (if minutes not available within 48 hours).	Within 72 hrs. after meeting. Must state reason for emergency.***

* Available, with Sec'y Of State (state) or Town Clerk and in place of business. Also, must be posted on agency website.

***Must be posted on agency website for state agencies only.

Freedom of Information Commission

^{**} Available with Sec'y Of State (state) or Town Clerk and in place of business. Also, must be posted on websites for state agencies only.

MOST RECORDS OF FILES OF STATE AND LOCAL AGENCIES, INCLUDING MINUTES OF ALL THEIR MEEDINGS, MEN AVALACIE TO THE PUBLIC FOR INSPECTION OR COPYING.

This includes

-triformation or data which is typed, handwriten, tape recorded, printed, photographed or compular stored.

-Mostinter-agency and Inita-egency memorands or letters. riecords specifically exempted from dis-Closure by Federal LAW or state statute Arenot avalable to the public.

insaddifon, the following records may not be available to the public; some prelificiant of either or independent of the public; some prelificiant of either or independent or medical flast costs of juvnifics and records, including arrest records of juvnifies and some without standards or independent information; records and contact or minding claims and flasting the property records to pending claims and flasting flastings and construction contracts until an effect of the suppressults and construction contracts until along the treatively by a Ecreating appropriate promition of the property has been property in an experimental flasting flastings the property has been property in a construction contracts until and of the property has been appropriate and addressure of public school studies; flationarism or believes the linear contracts or definition or believe to the public school studies; flationarism or believes to the public school studies; flationarism or believes to the public school studies; flationarism or believes to the studies of the

town meeting petition pages, until certifled, cestain health authority complains and reports; contain educational records; technic educational records; technic settled as nastanable grounds to believe disclosure may result it is calety risk; and contain records, if disclosure word compromes the security or milegify dis information technology system. Also, lecases of personnel search committees need not be disclosed if sitisy would identify executive level employment considerates without their consent.

YOU MAY INSPECT PUBLIC RECORDS DURING SECURA OFFICE HOURS, BLT COPIES, PRINT-OUTS OF TRANSCRIPTS SHOULD BE RECUESTED NIVIPITING.

The fee for a copy of a public mond from a state agency must not accept 25.5 per page. The fee az copy of a public record from a non-catle agency must not exceed 52.5 per page. The fee for a computer disk, tape, prition of fee a reasonable free for a computer disk, tape, prition of fee a reasonable free for a computer of feet and for coped the actual cost to the agency involved. The agency must disk agency hindwed. The agency must alway also required in the propyration of these feet filter estimated cost is \$10,00 or mone. Mo states tax may be increased for copies of the public records requested under this Act.

The agency is nequired to welve any fee for copies if the person requesting the copies is poor and cannot afford it, or if the agency defermines that the request benefits the public vectors.

There is an additional charge for a certified copy of a public record.

You are entitled to prompt access to inspect or copy public records. If an agency fails to respond to a re-

quest within four business days, such failure can be trailed as a denial of the request.

THE FREEDOM OF INFORMATION COMMISSION

HIGHLIGHTS OF THE

CONNECTICUT FREEDOM OF

YOU MAY APPEAL THE DENIAL OF ANY RIGHT CONFERRED BY THIS ACT TO THE FREEDOM OF RIFORMATION COMMISSION.

You do not have to thin a lawyer to appeal to the Commission.

INFORMATION ACT

You must, however, argosi to the Commission whitin 30 days of the detail of any right contented by this Act.

IF YOU HAVE ANY QUESTIONS CONCERNING YOUR RIGHTS UNDER THE FREEDOM OF INFORMATION ACT, INCLIDING HOW TO APPEAL, CONTACT.

35 Years of Open Government

1975- 2010

FREDON OF INTORNATION COMMESION OF THE STATE OF CONNECTICUT 18-20 TRIVITY STREET HARTFORD, CONNECTICUT OG 106 TEL FRHOME, (860) 586-5882 TOLL-FREE (CT ONLY), (868) 274-3617 FAX, (808) 586-5873 MALL: FOREPOSSTATECT, US HTTP://WWW.STATE.CT, USFCU

(Be Sure To Consult Statutes)

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PUBLIC ACENCES YOU HAVE THE STSHIT OCTIVAN RECORDS AND ATTEND MEETINGS OF ALL PUBLIC AGENCIES— WITH CESTAIN LIMITED EXCEPTIONS.

-State and local government agencies, departments, institutions, boards, commissions and authorities and their committees. Executive, administrative or legislative offices, and the judicial branch and the Division of Chininal Justice with respect to their administrative functions.

-Cerbin other endies based on the following otheria; (?) whether the endit policies a government means increasing (§) the sevel of government fluiding; (§) the edder of government fluiding; (§) the odder of government workening for endication and (§) whether the ertify was coacted by the government.

PUBLIC MEETNIS NCLUDING TEARNAS AND OTHER PROCEEDINGS, MUST BE OPEN TO THE PUBLIC— EXCEPT IN LIMITED STRUKTIONS.

A public meeting is any hearing or other proceeding of a public aperay, or gathering off or contamentation by or to a quorum of a multi-denibel agency, to effects or or any matter over which it has authority.

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No registration or other nequirements may be imposed on a member of the public seeking attendance at a public meeting.

The profic, as well as the news media, may photograph, record or broadcast meetings, subjectio pion reasonable nuess regarding acon-interference with the conduct of the meeting. ILONLY THREE KINDS OF MEETINGS ARE RECOGNIZED UNDER THE FREEDOM OF INFORMATION ACT: REGULAR, SPECAL AND EMERICANOY,

A state agency nutsi fite each year a schedule of its regular meetings with the Secretary of the State, A love of only agency must fee each year a schedule of its regular meetings with the culture for beam or only. A multi-love district or agency must fite beam or only. A multi-love district or agency must fite much year a schedule of the regular enterlogs with its deck of each muricipal member of the district or agency.

A special meeting may be called up to 24 hours (excluding weekings, holdrigh; and days on which the oldre of the Socretary of the State or mundpail desir, as the case may be, is classed before the interest devite meating. A special meeting, is called by fifting a suppressing the firm, a superage of the special meeting, a special meeting is called by fifting a superage day fit is not suppressed by the special meeting of the State at query files this notice with the Secretary of the State at query files this notice with the classed device another one device on agency files the solice with the class of one device one devic

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of the State it a state agency; or with the municipal clerk if a focal agency; or with the clerk of each municipal member if a multi-form district or agency.

An agency is required to send a reticar of its meetings, where practicable at least 1 week prior to the meeting class, to any person who has made a written request. The agency may establish a reasonable charge for first service. YOU ARE ENTITIED TO RECEIVE A COPY OF THE NOTICE AND AGENDA OF A MEETING.

Each agency must make available its agentic for each regular weight places. How belone he meeting to which refers here housiness not on the agentic may be considered may also only on a 223 vote of the mentions of its agency. AGENCY MINUTES AND RECORD OF VOTES MUST BE AVAILABLE TO THE PUBLIC.

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The votes of each member on any issue awas be put within and mand earliable to the public within 48 burns, excluding westerds and heddays, of the necessing at which the votes were taken. The minutes of a meeting at which an executive session occurs must indicate all persons who were in aftendance

at the closed session, except for job applicants who were interviewed.

ECEUTIVE SESSICIES
AN ACEDICY MAY CLOSE COFFICIAN PORTIONS OF ITS
MEETINGS BY A YOUTE OF 252 OF THE MEMBERS
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CONDUCTED AT A VURILO SESSION.

Meetings to discuss the fotbowing matters may be closed; specific amplityees (universities the employee concerned sequests that the discussions be open to the public); strategy and negodiations regarding penacy, claims as and ingelinery, socially matters; real estate analysis of such in the control of connects might increase pairs); or any matter that would exact the disclosure of a public record exampled from the disclosure of a men's for public records.

Any business or discussion in a closed session must be limited to the above areas.

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